



Monthly Departmental Report

November 2014

Finance Department

Human Resources

Information Technology

Park & Recreation

Planning & Community Development

Police Department

Fire Department

Public Works

Other Agency Reports



Finance Department

Monthly Departmental Report

Through the Period Ended December 12, 2014

Activity	Status
Operations	
Successor Agency	The Successor Agency has reached an agreement with the State Controller's Office (SCO) on the same Other Funds Due Diligence Review. No additional funds are required to be submitted to the state; however the Successor Agency will be required to work with the Oversight Board to complete several procedural actions related to the DOF settlement. These actions are anticipated to occur in February 2015.
Economic Development	<p>The City's economic development consultant Keyser Marsten Associates is develop options to maximize the inventory of Low-Moderate Income (LMI) property asset disposition/retention plan that will further the City's goals of affordable housing production and boost the City's downtown revitalization efforts.</p> <p>In December the City Council and Planning Commission will be holding study sessions to consider the draft Housing Element 2015-2023 which includes identification of potential development sites in the Downtown area and along El Camino Real. This document also identifies new programs that will help encourage development activities within Belmont.</p>
PG&E Energy Efficiency Project	On November 25 th , Council directed staff to execute design-build agreements with energy service companies (ESCOs) to implement revisions to the energy efficiency project that comply with applicable statutes. Staff is working with the City Attorney, PG&E and the ESCO's to finalize contract documents.
Reporting	
Treasurer's Report	October report completed.
Monthly Budget Variance	October report completed.

Human Resources Department Monthly Report

December 2014

Recruitment Summary

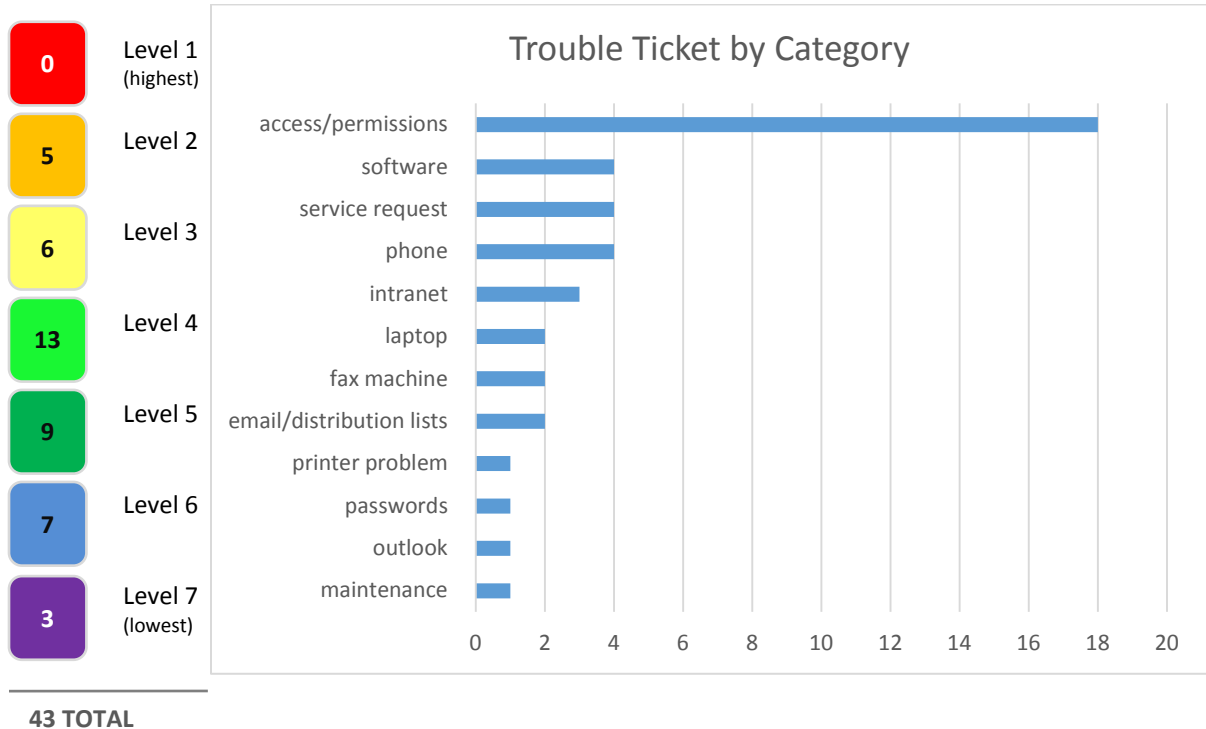


Position	Department/Division	Filing Deadline	Status/Activity
Maintenance Worker I/II	Public Works	September 16, 2014 or	
150 applications received	Interviews held November 18. One candidate currently in consideration.		
Senior Recreation Leader – After School Program	Parks and Rec	Continuous	Application period under way.
Police Officer	Police	Continuous Recruitment	Interviews held November 5.

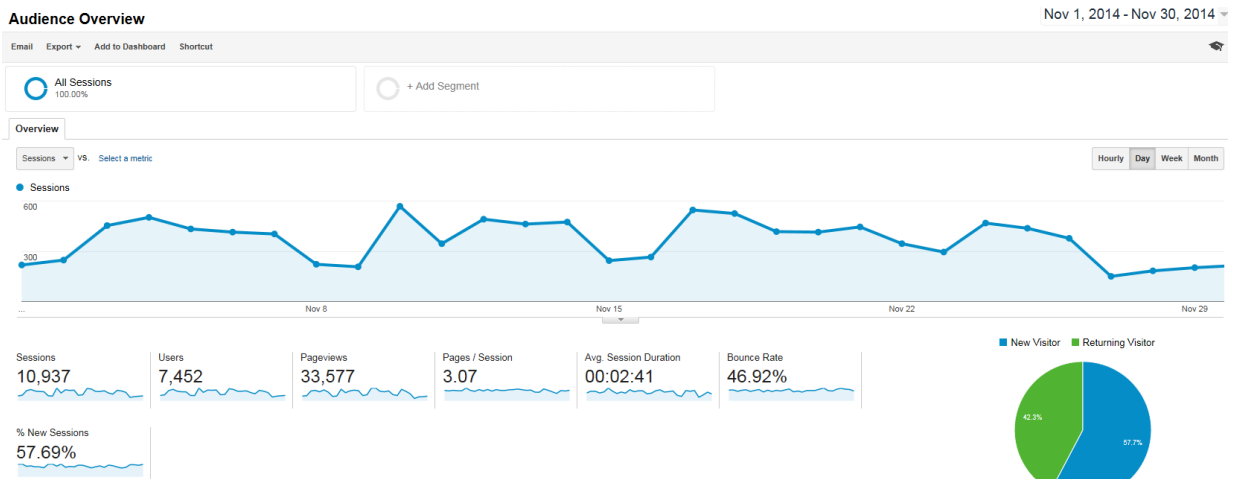
Daily Operations:

- Service Requests, 43 Trouble Tickets were received and responded to by IT

Trouble Tickets by Priority



www.belmont.gov: Activity: November 1, 2014 – November 30, 2014



Major Projects:

- **Technology Refresh**

IT staff completed the replacement of servers that host the Police Records Management System and Police File System. Vilma Mixco, vilma@belmont.gov, was project manager

- **Traffic Management System**

Information Technology partnered with staff from Public Works to upgrade the current Traffic Management System utilized to control the various traffic signals within Belmont.

- **Belmont Mobile Application – Expanding Civic Engagement**

Work commenced on this project with a kick-off meeting outlining project plan, timeline and anticipated resources. Staff is currently involved in the overall design of this new application, *My Belmont*. The project is scheduled to go live in early 2015. Jason Eggers, jeggers@belmont.gov is the project manager.

- **San Mateo Smart Corridor**

IT staff along with members of Public Works implemented the necessary fiber infrastructure in preparation of Belmont's connection to the San Mateo Smart Corridor. When complete, this project will apply the latest management technology along 20 miles of (El Camino Real) from San Bruno to Menlo Park and on local streets in San Mateo County.

- **Emergency Operation Center**

IT along with other Belmont staff participated in an exercise of Belmont's EOC. IT's role was to ensure technology was utilized in an effective and efficient manner.

**Parks and Recreation
Monthly Report
November 2014**



DAY CARE	BELMONT COMMUNITY LEARNING CENTER: The Community Learning Center has 75 children enrolled. Parent-Teacher Conferences were November 3-7. Parents had the opportunity to speak with their child's teacher for twenty minutes. PTO meeting was November 4 from 6:00pm-7:00pm. PTO is working on the Holiday raffle in conjunction with our Holiday Party on December 4. On November 14, the Community Learning Center celebrated its 32 year anniversary with a jumpy house for the children. Snow Day was November 17. Our PTO Board and parent volunteers made this fun event happen. Our Thanksgiving Lunch is November 26 at 11:00am for all the families. The children will wear their hand crafted pilgrim and Native American costumes.
SENIOR SERVICES	PROGRAMS and EVENTS: ~The Twin Pines Shuttle provided 138 one way trips in November. ~ 354 Lunches were served in the Twin Pines Café. ~Volunteers provided 425 hours of dedicated service at the Twin Pines Senior & Community Center in November. ~A Birthday lunch was held, celebrating everyone born in the month of November. ~A Thanksgiving Lunch was held, featuring the traditional feast of turkey, stuffing, mashed potatoes and all the trimmings. Sixty seniors attended this "sold out" luncheon. ~November movies were attended by over 235 people, with new DVD releases, foreign films and the classics being shown.
RECREATION PROGRAMS AND CLASSES	EVENTS: ~The Annual Holiday Craft Faire was held on November 22 and 23. 75 vendor spaces were sold, generating \$5,355 in revenue. Additionally, the Senior Volunteer Craft Group raised over \$1,100 for The Senior Fund. The Belmont Senior Club, Redwood Shores Lions Club, and Cottage Auxiliary each raised funds for their respective organizations. Volunteers provided entertainment ranging from a jazz duo, pianists of all ages and dancers....even a dancing Santa!

**Parks and Recreation
Monthly Report
November 2014**



	<p>ACTIVENET ONLINE REGISTRATION: The Parks & Recreation Departments online registration program continues to successfully serve its customers. An increasing number of our customers are taking advantage of the convenience of registering online from their home, office or laptop. Online registration generated the following transactions:</p> <ul style="list-style-type: none"> • 558 enrollments were processed during the month of November, generating \$59,761 in recreation program revenue. • 303 (54%) enrollment transactions were successfully processed online during the month. • Processed \$38,608 (65%) in program revenue via online transactions. <p>TEENS: At the library, the Teen Center served 382 youth and Barrett Community Center saw 188 students drop in.</p> <p>VOICES: V.O.I.C.E.S. volunteered at the Samaritan House in San Mateo on Saturday, November 15th. Students created decorations that will bring holiday cheer to local shelters and hospitals, and also helped distribute food to those in need.</p> <p>YOUTH: 486 kids started new dance classes in November, the final session of 2014. 'Footsteps at Barrett' afterschool program, in partnership with Footsteps Childcare, is now up to 64 children every day!</p> <p>ADULT: 24 adults started a class to 'Beat Arthritis' accounting for \$900+ revenue. Zumba Gold was another big winner, with 12 starting in November, generating \$844 revenue. In addition to other low cost or free fitness classes offered, these were popular adult classes.</p>		
RECREATION FACILITIES	<table border="1"> <tr> <td data-bbox="474 1318 987 1705"> <p>FACILITY RENTALS: Facility Uses: Complex – 12 Cottage – 17 Lodge – 19 TPSCC – 27 Manor – 4 Barrett – 14</p> </td><td data-bbox="987 1318 1495 1705"> <p>TOTAL FACILITY USES - Picnic Areas: Alexander – 2 Buckeye – 4 Meadow – 7 Redwood – 5</p> <p>Total Picnic Rentals – 18</p> <p>Total Facility Revenue - \$21,868</p> </td></tr> </table>	<p>FACILITY RENTALS: Facility Uses: Complex – 12 Cottage – 17 Lodge – 19 TPSCC – 27 Manor – 4 Barrett – 14</p>	<p>TOTAL FACILITY USES - Picnic Areas: Alexander – 2 Buckeye – 4 Meadow – 7 Redwood – 5</p> <p>Total Picnic Rentals – 18</p> <p>Total Facility Revenue - \$21,868</p>
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MEETINGS	<p>Bay Area Institute Training Belmont City Council Meetings Belmont Library Taube Room Coordination Meeting Belmont Senior Citizen's Advisory Sub-Committee Belmont Community Learning Center PTO Meeting</p>		

**Parks and Recreation
Monthly Report
November 2014**



	Business License Tax Meeting City Facilities - Recology Meeting Public Sector Leadership Academy PCIC meeting (Peninsula Contract Instructors Collaborative) Recreation Division Staff Meeting Recreation Facilities Leads Meeting San Mateo County Parks and Recreation Directors' Meeting San Mateo County Aging and Adult Services Providers Meeting San Mateo County Meals on Wheels and Nutrition Site Managers Meeting SUHSD Academy Program Meeting Synthetic Turf Project Renderings Meeting Taking Your Customer Service From Good to Great YTRS – Youth and Teen Recreation Services Meeting
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Parks Maintenance Activities

Location	Work Performed
Location	Work Performed
Barrett Community Center/Preschool	Installation of shade structure and new sandbox in play area, new concrete pathway entrance to preschool
Twin Pines Park/Buckeye Picnic Area	Remove graffiti vandalism from bathroom
Twin Pines/Alexander Park	Installation of new tutorial signs on the multi-stream waste receptacles
Twin Pines Park	Assist in preparations for annual Holiday Craft Faire
Twin Pines Park	Replace bronze plaque on dedication bench
Barrett Community Center	Graffiti abatement on walls in multiple locations
Alameda Kiosk	Pruning and weeding of landscaped areas
O'Donnell Park	Annual pruning and landscaping of shrubs and trees
Patricia Wharton	Installed little lending library book house
Library/Belameda Park	Fall pruning in landscape beds in front of library
College View Park	Fall weeding, leaf collection, landscape pruning
Citywide Duty	Deliveries of annual Tree Giveaway program
Citywide Maintenance	Regular mowing of park lawns

Athletic Field Activities

Location	Work Performed
Sports Complex	Weekly painting of field lines
Sports Complex	Regular mowing of infields
Sports Complex/North Field	Repair broken irrigation valve

**Parks and Recreation
Monthly Report
November 2014**



Medians and R-O-W Activities

Location	Work Performed
Seagate Way	Prune trees and shrubbery for clearance
El Camino Real/Sixth Ave.	Trimmed jasmine bed and shrubs on corner in landscape bed

Open Space Activities

Location	Work Performed
Water Dog Open Space	Construction of retaining wall for construction of the spillway bridge
Hidden Valley Parking Lot	Repair to damaged fence post

Facilities Maintenance Activities

Location	Work Performed
City Hall	Clean floor drains
City Hall	Install new light fixture in electrical room
City Hall	Fix door latch to restroom
City Hall	Reinforce council Chambers desk
City Hall	Repair leaking sink
City Hall	Repair running toilet
Police Department	Repair leaking urinal
Police Department	Install picture frame
Police Department	Repair HVAC
Police Department	Repair exterior gates door handle
Sports Complex	Repair door partitions
Sports Complex	Install caps for stand pipe
Sports Complex	Install eye wash station
Sports Complex	Replace faulty light bulbs
Sports Complex	Reprogram thermostat
Fleet Management	Repair urinal
Fleet Management	Replace bulbs
Barrett Community Center	Replace bulbs in classroom with brighter lights
Barrett Community Center	Change batteries in smoke detectors
Barrett Community Center	Repair leaking sink
Barrett Community Center	Install eye wash station
Barrett Community Center	Reset tripped breaker
Barrett Community Center	Repair leaking toilet
Barrett Community Center	Repair roof leak

**Parks and Recreation
Monthly Report
November 2014**



Library	Adjust water pressure in faucet
Library	Install anti-skateboarding strips on handrails
Library	Replace pressure expansion tank for water heater
Library	Install light bollard
Library	Install two parking lot bollards
Library	Adjust water pressure to drinking fountain
Park Office	Installed three monitor bracket
Park Office	Hang mirror
Cottage	Install missing can light trim
TPS&CC	Change filters in HVAC units
TPS&CC	Test Ansul Suppression System
TPS&CC	Cleaned sink filter
Manor Building	Replace pressure release valve for water heater
Manor Building	Replace pressure regulator to building
Hiller triangle	Retrofit four light fixtures
Fire station	Repair running toilet
Fire Station	Repair shower doors

**PLANNING AND COMMUNITY DEVELOPMENT
MONTHLY COUNCIL REPORT
December 2014**

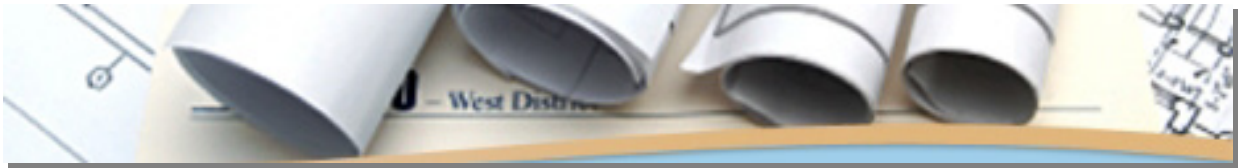
<i>PROJECT DESCRIPTION</i>	<i>STAFF</i>	<i>CURRENT/FUTURE ACTIONS</i>
Long Range Planning		
<p><u>2035 General Plan Update & Belmont Village Plan</u></p> <p>This project involves a comprehensive update of the Belmont General Plan (GP) and will include a Belmont Village Downtown Plan. The GP serves as the guide for future social, physical, and economic development of the City. The GP is a long-term document consisting of goals, policies, written text and diagrams that expresses how a community should develop over time.</p> <p>The GP specifies locations for new businesses and residences, roads, parks, and other public infrastructure. The plan is a basis for land use decision-making in Belmont.</p>	<p>de Melo and Dyett & Bhatia (D&B) - GP Consultants</p>	<p>Recent Highlights:</p> <ul style="list-style-type: none"> • Stakeholder Interviews Report posted on GP Update website. • Community Workshop #1 held 11/12 – well conducted/received. 60+ person turn out. Full report posted on GP Update website. • Dyett & Bhatia preparing ‘Working Papers’ and conducting background research. • Transportation data collection under way. • Community workshop #2: Two sessions of same content tentatively scheduled for end of January 2015 - pursuing one youth-focused session at Carlmont High School.
Complex Development Review		
<p><u>Firehouse Square</u></p> <p>The City has entered into an Exclusive Negotiating Agreement (ENA) with Sares-Regis Group of Northern California (SRGNC) to determine if a development plan could be achieved for the City-owned parcels (approximately 1.3 acres in size) in the Firehouse Square Block - located between El Camino Real and Fifth Avenue, and O’Neill and Broadway Avenue.</p>	<p>de Melo Scoles Fil Rennie</p>	<p>Initial Neighborhood Outreach completed. Next steps include submission of development review application and crafting of potential Development Agreement (DA) terms. Exclusive Negotiating Agreement extended for six months to March 2015.</p>
<p><u>Autobahn Motors Dealership Expansion – 700 Island Parkway</u></p> <p>Project entails demolition of existing dealership and construction of a new</p>	<p>de Melo</p>	<p>Planning Commission and City Council approved Planned Development Amendment and project environmental study in May 2014. Detailed Development Plan, Grading Plan, and Design Review approved by Planning Commission at 10/7/14 meeting. City Council</p>

57K sq. ft. Sales Facility/Showroom building. Some service operations will move to 500 Harbor Boulevard (HIA area) currently leased by Autobahn.		approved Fence/Gate Plan at 10/28 meeting. Building Permit plan check currently under review.
<u>576-600 El Camino Real – Proposed Mixed-Use (Commercial & Residential) Development</u> Project includes construction of a three story mixed-use building – 11,000 square feet of ground floor commercial space and 32 residential condominiums on the 2 nd & 3 rd floors. An underground garage will serve the residential units and 32 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the condominiums.	de Melo	Planning Commission conducted public hearings on 9/2 & 9/16 for project entitlements and environmental study and recommended Council approval. City Council approved subject entitlements on 10/14. Design Review submittal expected by early January 2015.
<u>490 El Camino Real (at Davey Glen – Proposed Mixed-Use (Commercial & Residential) Development</u> Project includes construction of a multi-story mixed-use project – 5,000 square foot stand-alone single story commercial building and a separate four story building with 73 residential condominiums. An underground garage will serve the residential units and 20 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the condominiums.	de Melo & Contract Planning Firm	Project currently under review by City Departments. Project Environmental Study preparation commenced on 12/1.
<u>Crystal Springs Uplands School (CSUS) – 6-8 & 10 Davis Drive</u> Project entails construction of new 60,000 sq. ft. middle school to accommodate 240 students. Project includes a classroom building, and all-weather surface athletic field. A gymnasium & covered pool is proposed in a later phase.	DiDonato & de Melo	Council authorized Service Agreement for EIR Environmental Consultant on 10/28. Public hearings for project anticipated in Fall 2015.

<u>Clear Channel Outdoor (CCO) – Shoreway Road</u> Project includes installation of a two-sided digital electronic billboard for the City's Shoreway Road Pump Station property.	de Melo	Consultant underway with preparation of environmental study – anticipated release of study by 12/23.
Appeals		
Successor Agency Projects		

Items shown in bold face are new since last month.

Items shown in italics are scheduled for next CC or PC meeting.



**Permit Center
Monthly Council Report
November 2014**

PERMIT ACTIVITY	RESULTS	COMMENTS
Development Review Applications Received	4	Planning Division
Development Review Applications Approved	1	Planning Commission Review
Permit Applications Received	128	Building, Plumbing, Electrical & Mechanical
Permits Approved	128	Inclusive of above
Permits Issued	127	
Inspections Performed	441	Building Division
Revenue Generated	\$133,270.05	Development Services
Department 210		



BELMONT POLICE DEPARTMENT

Monthly Activity Report for November 2014



PERSONNEL

- Police Officer candidate currently in backgrounds.
- Supervisor test scheduled for Spring 2015.

OPERATIONS

Arrests – 38

Citations – 424

Total Incidents – 2062

Reports Written – 180

Code Enforcement – Total Calls: 61, Admin Citations: 2, Warnings: 2

COMMUNITY POLICING

Abandoned Vehicle Report: 34 complaints (31 resolved within 96 hours, 3 were not).

Child Safety Seats: Community Service Officers inspected 2 car seats.

ADMINISTRATIVE ACTIVITIES

Chief DeSmidt attended meetings and participated in functions for:

- Burlingame Badge Pinning Ceremony
- Coffee with Cops
- SMCPCSA Meeting
- Mental Health Board Meeting
- South San Francisco Police Captain Testing
- Legislative Committee Conference Call
- 100 Club Dinner
- Notre Dame de Namur Online Focus Group
- Pacifica Police Chief Retirement Lunch
- Lobbyist Search Committee Conference Call
- RETH Ride Route Meeting
- Staff Meeting

Capt. Halleran attended meetings and participated in functions for:

- Coast-side Zone Exercise
- Monthly Red Cross Shelter Meeting
- OCC Central Zone Weekly Planning Call
- Outside Access Control to City Hall & Police Dept.
- Communication Managers Association Meeting
- Staff Meeting
- EOP Meeting
- Field Crisis Consultation Committee Meeting
- Message Ordinance Revision
- Belmont CERT Meeting
- East Palo Alto Chief Swearing-in

Capt. Psaila attended meetings and participated in functions for:

- Police Officer Recruitment Oral Panels
- Police Officer Candidates Interviews & Backgrounds
- SWAT Training
- Colma Police Chief Badge Pinning Ceremony
- Meetings with Recruit Officers
- CHS Mentor Meetings
- Meetings with Sergeants
- Leadership Program
- Promotional Preparation Meetings
- Staff Meeting
- Officer Worn Video Meetings
- Academy Final Inspection

TRAINING		
NAME	DATE(S)	CLASS
H. Tran & D. Ballard	November 3, 2014	Risk Management
K. Stenquist	November 3-5, 2014	Tactical Movement
C. Perrault	November 5, 2014	CSO EVOC
J. Christman	November 6-8, 2014	SLI
T. Psaila	November 14, 2014	Leadership Academy
S. Nimau	November 17-19, 2014	SFSTs
A. Balady	November 18-21	Radar/Lidar Operator
P. Lotti	November 20-22, 2014	SLI

POLICE RESPONSE HIGHLIGHTS
<ul style="list-style-type: none"> • Corporal Scott Fegley was recognized as CORA's (Community Overcoming Relationship Abuse) "Officer of the Quarter" at the November 25th City Council meeting. Corporal Fegley was acknowledged for the professional and compassionate way in which he assisted a victim of Domestic Violence. • Belmont Police Department Officers arrested a man suspected in stealing metal pipes over several months from a vacant office building on Davis Drive. • Belmont Police Department Officers continued to meet with community groups in November, educating the community about the BelmontWatch program, how to be a good witness, how not to be a victim and bullying.

Belmont Fire Department



Monthly Activity Report

For

November 2014

Personnel

Retirements: None

Recruitments: None

Promotions: None

Operations

Emergency Response: For the month of November there were 231 requests for assistance as follows:

Incident Type	Total
Fire & Explosion	6
Rescue & Emergency Medical	128
Hazardous Condition	4
Service Call	28
Good Intent Call	43
False Call	21
Other Type of Situation Found	1
Total	231

Mutual Aid Received	36
Mutual Aid Extended	24

Community Outreach

Administrative Battalion Chief Kent Thrasher attended meetings and participated in functions related to the following:

DVP & Command Staff Meeting * San Mateo Fire FACT Meeting * SMT & SinC Meetings * Labor & Command Staff Meeting * Firefighter Joint Apprenticeship Program Meeting * Finance Department Meeting * Preparedness presentation to residents at 825 Old County Road * Hazmat Committee Meeting * Customer Service Training Class * Hazmat Drill in Redwood City * Fire Captain Interviews * Meeting with SMCO Coroner *

Fire Crews Outreach

Fire Personnel provided the following outreach/education to the community:

Hazmat Van Demonstration at CSM * Fire Station Tours *

Training

Fire Personnel attended the following training & exercise opportunities:

Rapid Intervention Crew (RIC) Training at 10 Davis Drive * Hazmat Level A Suit Proficiency Testing * Fire Academy Live Fire Training * EMS Training at Central County Fire Station 34 * Hazmat Multi-Agency Drill * Hazmat Decontamination Training for La Honda Fire Volunteers * Fire Academy Multi-Company Evolutions *

Total Department Training Hours for Month	184
Average Training Hours by Shift for Month	61.33

November Fire Prevention Activities

Activity	Total
Business Annual Inspection/Re-Inspections	2
New Business License Inspections	4
Plan Reviews	7
Site Plan Reviews	2
Fire Inspections/Fire Finals	4
Training/Inspections with Belmont Building Inspector	70



**Engineering Monthly Report
Public Works Department
December 14, 2014**

PUBLIC WORKS STORM PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Ralston and Harbor Pump Station Lid Replacement Project	Gilbert Yau	New lids delivered to site. Contractor installed lids and safety net.	Complete punch list. Process paperwork to close out project.	This project replaced 4 concrete lids at the Ralston and Harbor Storm Pump Stations.
Hillman Ave & Ruth Ave Street and Storm Drain Improvement	Gilbert Yau	Consultant prepared detailed plans for the detention system at Ruth Avenue. Staff is working with the City of San Mateo to study impact to their downstream facilities.	On Hold- Complete the design of the detention system and evaluate alternatives to reduce cost. Staff continues to look for grant opportunities to fund improvements.	The total estimated cost for all drainage and road improvement is estimated at \$7.0 million.
Marsten Ave Storm Drain Repair	Gilbert Yau	Trinet Construction completed construction work. Project completion approved by Council.	Process final payment.	Repair damaged storm drain pipe on the slope adjacent to Marsten Avenue at Lori Drive.

PUBLIC WORKS STREET PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
2014 Pavement Maintenance	Dalia Manaois	Construction substantially complete.	Complete punchlist.	Project will slurry seal various streets within the City as part of the pavement preservation program.
2015 Pavement Reconstruction Project	Dalia Manaois	Completion of technical studies for environmental clearance.	Complete design.	Project includes \$534k in federal funds and \$150k in Measure A Grant funds.
Old County Road Street Lighting (Phase II)	Gilbert Yau	Staff developed the street light fixture standard plan and continues coordination with PG & E for the design. Staff met with PG & E to allocate additional funds.	Prepare Right-Of-Way Certification. Working with PG &E for the design and boundary map revision to accommodate the allocated funds.	Project to underground overhead utilities along Old County Road utilizing Rule 20A fund. The lack of RDA funding will require other fund sources to construct streetlight related improvements (City funded).
Old County Road Pedestrian/Bike Project	Gilbert Yau	Consultant conducted field survey and preparing preliminary plans. Staff is preparing environmental study.	Complete survey and design. Submit environmental studies to CalTrans.	Project scope of work includes installation of new sidewalk to fill in gaps; install ADA compliant driveways and new bike facilities.
Ralston & Highway 101 Landscape project.	Gilbert Yau	City and Redwood City need to reach an agreement on design and construction of improvements.	Project on hold.	Landscaping design will need to be modified based on available budget.
Ralston Avenue Pedestrian Improvement Project	Gilbert Yau	Consultant conducted field survey and preparing preliminary plans. Staff is preparing environmental study.	Complete survey and design. Submit environmental studies to CalTrans.	Project to install new sidewalk along Ralston Avenue between South Road and NDNU entrance; relocate existing retaining walls.

PUBLIC WORKS SEWER PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Sewer Force Main Evaluation	Bozhena Palatnik	Conduct fatigue analysis and wall assessments of non-metallic pipes.	Analyzing results of the inspection and prepare a condition assessment report.	This project includes evaluation and condition assessment of the city's existing sewer force mains.
Ralston Avenue Sewer Main Improvement Project- Phase 1	Bozhena Palatnik	Construction started November 3 rd . Installed over 1200 linear feet of pipe.	Traffic control will be in place with some traffic delays anticipated.	Unforeseen difficulties have required setting up 3 additional bore pits to provide easier access for installing the pipe.

PUBLIC WORKS DEVELOPMENT

PROJECT	STAFF	CURRENT ACTION	NEXT ACTION	COMMENTS
Public Works Permits	Diane Lynn	# of Engineering Permits issued: 20 # of Inspections assigned: 79	Ongoing	

DEPARTMENT OF PUBLIC WORKS

Citizen Requests and Response Time Log
November

Citizen Concern	Total Requests	1 Hour	24 hrs	24hrs- Week	Scheduled	OverTime	Comments
Debris Pick-up	2	2					
Emergency Sewer Calls -after hours	2	2					
Emergency Storm Drain Calls-after hours							
Emergency Sewer Pump Station							
Graffiti/Vandalism							
Illicit Discharge							
Public Inquiry	11	8	2	1			
Sewer Repair							
Sewer Lateral/PLCO	28	27	1				
Sewer Overflow							
Sidewalk	4	4			4		
Storm Drain	3	3					
Street Light	18	3	5	9	1		
Street Maintenance/ Potholes	6		2	4			
Street Signs	6	1	2	3			
Street Sweeping							
Traffic Signals	4	3	1				
Weeds/ shrubs/trees (within ROW)	2	1			1		
Storm Related Call							
Recology Calls	6	6					2-Recology complaints; 4-abandoned item calls
Total Requests/turn around time	92	60	13	17	6		
Percentage		65%	14%	18%	7%		
Previous Month's Total	75	39	17	19	0		
Previous Month's Percentage		52%	23%	25%	0%		

Public Works Department- Preventative Maintenance

Preventative Maintenance	Total #	Unit
Sewer Line Cleaning Footage	10,979	feet
Storm Line Cleaning Footage	225	feet
Sewer Video Inspection Footage	2,412	feet
Storm Drain Video Inspection Footage	518	feet
Curb Miles Swept - mileage	351	miles
Vehicle Preventative Maintenance	13	vehicles
Vehicle Repairs	23	vehicles



Peninsula Humane Society & SPCA

12 Airport Blvd
San Mateo, CA 94401
650/340.7022

Shelter Services Report

Jurisdiction: **BELMONT** for the period of **10/1/2014 to 10/31/2014**.

Dogs	4	1.29%	The numbers to the left are the number of animals outcomed for this jurisdiction.
Cats	15	4.24%	
Other	3	4.48%	
Wildlife	28	3.98%	The percentages to the left are percentages of the total number of animals outcomed from all jurisdictions combined.
Total	50	3.48%	

	Dogs		Cats		Other		Wildlife		Total	
Stray	1	25.00%	9	60.00%	1	33.33%	28	100.00%	39	78.00%
Owned	3	75.00%	6	40.00%	2	66.67%	0	0.00%	11	22.00%
Other Agency	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

Adopted	1	50.00%	6	54.55%	3	100.00%	0	0.00%	10	40.00%
RTO - Release - Transfer	1	50.00%	2	18.18%	0	0.00%	0	0.00%	3	12.00%
Euth: Healthy	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Treatable	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Untreatable	0	0.00%	3	27.27%	0	0.00%	9	100.00%	12	48.00%

DOA - Died	0	0.00%	4	100.00%	0	0.00%	19	100.00%	23	92.00%
Owner Requested Euthanasia	2	100.00%	0	0.00%	0	0.00%	0	0.00%	2	8.00%

Field Services Report

Jurisdiction: **BELMONT** for the period of **10/1/2014 to 10/31/2014**.

The percentages listed show the percentage of PHS's work in **BELMONT** that call type represents.

Total Activities for jurisdiction BELMONT

57

Dead Animal Calls	29.82%	17
Sick/Injured Animal Calls	24.56%	14
Quarantines of Dogs/Cats/Other Domestic Animals	12.28%	7
Animal Rescue Calls (e.g. Large Animals/Drain/Fireplace/Etc.)	10.53%	6
Property Inspections	7.02%	4
Field Euthanasias	5.26%	3
Municipal Code Complaint	3.51%	2
Stray Animal Calls	3.51%	2
Aggressive Animal Calls	1.75%	1
Confined Dogs/Cats/Other Domestic Animals	1.75%	1
Aggressive Animal Complaint	0.00%	0
Assist Police/Fire	0.00%	0
Assist Public	0.00%	0
Field Returns of Domestic Animals	0.00%	0
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	0.00%	0
Owner Surrender Calls of Live/Dead Animals	0.00%	0
Protective Custody	0.00%	0
Traffic Hazard Animal Calls	0.00%	0
Transport Animal/Trap/Other	0.00%	0

* As a reminder, the county contract excludes welfare checks and animal cruelty investigations, which are paid for by donations.

Shelter Services Report

Jurisdiction: ALL JURISDICTIONS for the period of 10/1/2014 to 10/31/2014.

Dogs	311	100.00%	The numbers to the left are the number of animals outcomed for this jurisdiction.
Cats	354	100.00%	
Other	67	100.00%	The percentages to the left are percentages of the total number of animals outcomed from all jurisdictions combined.
Wildlife	703	100.00%	
Total	1,435	100.00%	

	Dogs		Cats		Other		Wildlife		Total	
Stray	218	70.10%	285	80.51%	46	68.66%	647	92.03%	1,196	83.34%
Owned	90	28.94%	69	19.49%	16	23.88%	0	0.00%	175	12.20%
Other Agency	3	0.96%	0	0.00%	5	7.46%	56	7.97%	64	4.46%

Adopted	105	43.57%	136	64.15%	44	78.57%	0	0.00%	285	35.76%
RTO - Release - Transfer	90	37.34%	17	8.02%	4	7.14%	123	42.71%	234	29.36%
Euth: Healthy	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Treatable	2	0.83%	0	0.00%	0	0.00%	7	2.43%	9	1.13%
Euth: Untreatable	44	18.26%	59	27.83%	8	14.29%	158	54.86%	269	33.75%

DOA - Died	24	34.29%	114	80.28%	10	90.91%	415	100.00%	563	88.24%
Owner Requested Euthanasia	46	65.71%	28	19.72%	1	9.09%	0	0.00%	75	11.76%



Peninsula Humane Society & SPCA

12 Airport Blvd
San Mateo, CA 94401
650/340.7022

Field Services Report

Jurisdiction: **ALL JURISDICTIONS** for the period of **10/1/2014 to 10/31/2014**.

The percentages listed show the percentage of PHS's work in **ALL JURISDICTIONS** that call type represents.

Total Activities for jurisdiction ALL JURISDICTIONS	1,666	
Dead Animal Calls	21.25%	354
Sick/Injured Animal Calls	18.67%	311
Quarantines of Dogs/Cats/Other Domestic Animals	14.89%	248
Stray Animal Calls	9.54%	159
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	8.28%	138
Confined Dogs/Cats/Other Domestic Animals	6.60%	110
Municipal Code Complaint	4.32%	72
Aggressive Animal Complaint	3.96%	66
Field Euthanasias	2.52%	42
Property Inspections	2.52%	42
Animal Rescue Calls (e.g. Large Animals/Drain/Fireplace/Etc.)	1.92%	32
Traffic Hazard Animal Calls	1.50%	25
Aggressive Animal Calls	1.26%	21
Field Returns of Domestic Animals	0.72%	12
Protective Custody	0.60%	10
Transport Animal/Trap/Other	0.48%	8
Assist Public	0.42%	7
Owner Surrender Calls of Live/Dead Animals	0.30%	5
Assist Police/Fire	0.24%	4

* As a reminder, the county contract excludes welfare checks and animal cruelty investigations, which are paid for by donations.

Breakdown Report – San Mateo Co, CA

Activity from 10/1/14 through 10/31/14

Zip/Jurisdiction	Total Revenue	Dog		Cat		Nd Fee	License Total	Replacement & Transfer	Late Fees	Misc Revenue	Except
		1-Year	3-Year	1-Year	3-Year						
ATHERTON	\$1,149.00	43	3	0	0	0	46	1	10	2	5
		\$693.00	\$165.00	\$0.00	\$0.00	\$0.00	\$858.00	\$8.00	\$200.00	\$22.00	\$81.00
BELMONT	\$3,292.75	78	16	56	2	1	153	1	30	5	17
		\$1,528.00	\$642.00	\$319.00	\$28.75	\$0.00	\$2,517.75	\$8.00	\$431.00	\$48.00	\$288.00
BRISBANE	\$513.00	17	1	5	0	0	23	0	3	0	3
		\$328.00	\$55.00	\$33.00	\$0.00	\$0.00	\$416.00	\$0.00	\$47.00	\$0.00	\$50.00
BURLINGAME	\$3,015.00	96	12	9	0	0	117	0	20	2	15
		\$1,773.00	\$509.00	\$54.00	\$0.00	\$0.00	\$2,336.00	\$0.00	\$387.00	\$14.00	\$278.00
COLMA	\$148.00	5	0	0	0	0	5	0	1	0	1
		\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$20.00	\$0.00	\$28.00
COUNTY	\$6,997.00	150	39	53	5	1	248	3	49	7	47
		\$3,340.00	\$1,554.75	\$267.00	\$86.25	\$0.00	\$5,248.00	\$24.00	\$850.00	\$58.00	\$817.00
DALY CITY	\$5,735.25	155	24	9	1	1	190	0	32	6	20
		\$3,357.00	\$1,204.00	\$41.00	\$11.25	\$0.00	\$4,613.25	\$0.00	\$640.00	\$47.00	\$435.00
EAST PALO ALTO	\$504.00	13	0	4	0	0	17	0	1	0	4
		\$376.00	\$0.00	\$28.00	\$0.00	\$0.00	\$404.00	\$0.00	\$20.00	\$0.00	\$80.00
FOSTER CITY	\$2,749.00	77	15	3	0	0	95	0	21	1	17
		\$1,438.00	\$562.00	\$12.00	\$0.00	\$0.00	\$2,012.00	\$0.00	\$420.00	\$1.00	\$316.00
HALF MOON BAY	\$2,001.00	62	13	8	0	0	83	1	8	1	6
		\$1,143.00	\$540.00	\$50.00	\$0.00	\$0.00	\$1,733.00	\$8.00	\$160.00	\$6.00	\$94.00
HILLSBOROUGH	\$1,907.00	63	6	19	0	0	88	0	13	3	19
		\$1,060.00	\$220.00	\$123.00	\$0.00	\$0.00	\$1,403.00	\$0.00	\$182.00	\$37.00	\$285.00
MENLO PARK	\$2,865.25	64	17	8	1	0	90	0	13	3	12
		\$1,337.00	\$755.00	\$52.00	\$11.25	\$0.00	\$2,155.25	\$0.00	\$247.00	\$19.00	\$244.00
MILLBRAE	\$1,798.50	50	7	10	1	0	68	0	13	0	13
		\$1,027.00	\$234.00	\$62.00	\$17.50	\$0.00	\$1,340.50	\$0.00	\$247.00	\$0.00	\$211.00
OTHER	\$40.00	2	0	1	0	0	3	0	0	0	0
		\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00
PACIFICA	\$6,245.00	186	36	13	0	1	236	3	47	8	30
		\$3,080.00	\$1,577.00	\$76.00	\$0.00	\$0.00	\$4,733.00	\$24.00	\$927.00	\$39.00	\$522.00
PORTOLA VALLEY	\$884.00	23	4	4	0	0	31	0	4	0	5
		\$431.00	\$278.00	\$26.00	\$0.00	\$0.00	\$735.00	\$0.00	\$80.00	\$0.00	\$69.00

Breakdown Report – San Mateo Co, CA

Activity from 10/1/14 through 10/31/14

Zip/Jurisdiction	Total Revenue	Dog		Cat		Nd Fee	License Total	Replacement & Transfer	Late Fees	Misc Revenue	Except
		1-Year	3-Year	1-Year	3-Year						
REDWOOD CITY	\$10,148.00	245	51	87	5	2	390	0	88	9	63
		\$4,542.00	\$2,314.00	\$497.00	\$75.00	\$0.00	\$7,428.00	\$0.00	\$1,461.00	\$104.00	\$1,155.00
SAN BRUNO	\$3,411.00	103	19	8	0	1	131	0	18	1	12
		\$1,946.00	\$742.00	\$45.00	\$0.00	\$0.00	\$2,733.00	\$0.00	\$360.00	\$20.00	\$298.00
SAN CARLOS	\$3,543.00	114	15	10	0	0	139	2	20	1	11
		\$2,206.00	\$629.00	\$52.00	\$0.00	\$0.00	\$2,887.00	\$16.00	\$400.00	\$3.00	\$237.00
SAN MATEO	\$11,372.25	318	53	131	11	1	514	2	100	15	48
		\$5,910.00	\$2,192.00	\$737.00	\$186.25	\$0.00	\$9,025.25	\$8.00	\$1,649.00	\$91.00	\$599.00
SOUTH SAN FRAN	\$5,385.00	156	21	4	2	0	183	0	26	5	23
		\$3,396.00	\$909.00	\$12.00	\$35.00	\$0.00	\$4,352.00	\$0.00	\$520.00	\$32.00	\$481.00
WOODSIDE	\$763.00	23	3	1	0	0	27	0	1	1	4
		\$506.00	\$110.00	\$7.00	\$0.00	\$0.00	\$623.00	\$0.00	\$20.00	\$10.00	\$110.00
TOTAL REGISTRATIONS		2,043	355	443	28	8	2,877	13	518	70	375
		\$39,557.00	\$15,191.75	\$2,493.00	\$451.25	\$0.00	\$57,693.00	\$96.00	\$9,268.00	\$551.00	\$6,658.00
TOTAL REVENUE										\$74,266.00	